

## Director, Criminal Justice Center

### About the University of Houston-Downtown

The University of Houston-Downtown is a comprehensive four-year university offering bachelor's and selected master's degree programs and providing strong academic and career preparation as well as life-long learning opportunities. Located in the heart of the city, the University reflects the diversity of the Greater Houston Metropolitan Area, and, through its academic programs, engages with the community to address the needs and advance the development of the region. UHD is an inclusive community dedicated to integrating teaching, service, and scholarly research to develop students' talents and prepare them for success in a dynamic global society. UHD draws students from throughout the Greater Houston area. UHD is considered one of the most ethnically diverse liberal arts institutions in the southwest, a distinction that indicates the student body accurately reflects the Houston community's wealth of cultures, languages and nationalities. The University offers all students a specially tailored opportunity for quality higher education, as well as small classes. UHD employs over 1,400 faculty and staff.

Since opening its doors in 1974, UHD has grown in mission and service, and now offers baccalaureate degrees in 44 areas and eight master's degree programs. Over 14,000 students attend classes in five Colleges: Business, Humanities and Social Sciences, Public Service and Sciences and Technology, as well as University College, which serves as the entry point for all students coming to UHD. Approximately 2,000 students graduate each year with degrees in humanities and the arts, social sciences, business, the sciences and technology, education and criminal justice. As one of the four distinct and separate components of the University of Houston System, UHD offers educational opportunities and access to students from a variety of backgrounds, including many first-generation college students, students who work full- or part-time, students with additional family obligations, and students who transfer from community colleges and other higher education institutions. The University of Houston System a public system of higher education that includes three other universities in addition to UHD— The University of Houston, UH-Clear Lake and UH-Victoria as well as two teaching centers—UH System at Sugar Land and UH System at Cinco Ranch.

### Job Description:

#### Job Summary:

Directs the operations of the University of Houston – Downtown Criminal Justice Training Center and coordinates training of basic peace officer candidates and advanced training for peace officers. These programs are licensed and credentialed by the Texas Commission on Law Enforcement (TCOLE) and subject to the requirements of the applicable Government Code, Texas Occupation Code, Texas Department of Public Safety regulations, and TCOLE statutes and rules.

#### Duties and Responsibilities:

- Monitors and directs training program requirements mandated by TCOLE
- Develops, analyzes, and implements operational guidelines
- Oversees curriculum updates and scheduling for the academy
- Oversees budgets and purchasing for the center operations
- Researches best practices and contemporary training perspectives for police academic and in-service training operations
- Develops and implements short-term and long-term goals and objectives
- Recruits and reviews applications for employment of adjunct instructors
- Oversees evaluation of instructors, programs and operations
- Facilitates and coordinates meetings and information exchanges with the members of the Criminal Justice Training Center Advisory Council
- Coordinates with the University of Houston Downtown administration, staff, and faculty regarding associated programs, strategic planning and related administrative matters
- Maintains TCOLE Instructor Certification and serves as an instructor in basic peace officer course(s) and in-service training(s) as needed
- Participates in Basic Peace Officer Graduation Ceremonies

#### Marginal Duties:

Performs all other duties as assigned

Note: Will have direct supervisory responsibilities for an Assistant Director of the UTC, Program Coordinator of the OTC, and for program instructors. Will provide input into appraisal and goals for student assistants and Department Business Administrator.

#### Requirements:

##### Education:

Master's degree

- **Experience:**
- Five (5) years experience as a licensed peace officer
- Two (2) years experience in training or supervision

##### Licenses/Certification:

TCOLE Instructor Certification

For additional information and to apply, please visit <http://jobs.uhd.edu/postings/2932>.

#### Special Instructions:

An application, resume, and cover letter is required.

This is a security sensitive position; a complete background investigation is required.

In accordance with H.B. #558, Selective Service Registration may be required.

Offer of employment contingent upon verification of individual's eligibility for employment in the United States.

In compliance with Texas State Senate Bill (S.B.) 805, the University of Houston–Downtown is committed to providing a preference in employment to eligible veteran, disabled veteran, surviving spouse of veteran and orphan of veteran applicants who meet minimum qualifications and any special qualifications for the position to which they apply. The required preferences do not compel the University to appoint a veteran, disabled veteran, surviving spouse of a veteran or orphan of a veteran. However, they do require that those who meet the veteran preference eligibility be appointed when their application assessment, combined with the veteran's preference, is equal to or higher than that of a non-veteran.

**Non-Discrimination Policy**

The policy of the University of Houston-Downtown (UHD) is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, veteran's status, genetic information, or sex (including pregnancy), except where such a distinction is required by law. Additionally, UHD prohibits discrimination in all aspects of employment and educational programs on the basis of sexual orientation, gender identity, or gender expression. Employees, students, and visitors to campus with questions and/or complaints regarding discrimination, or sexual misconduct (such as sexual violence) under Title IX may contact Mr. Tommy Thomason, Title IX Coordinator and Assistant Dean, Student Affairs or the U.S. Department of Education's Office for Civil Rights. Mr. Thomason can be contacted as follows:

Mr. Tommy Thomason  
One Main Street, Suite S-380  
Houston, TX 77002-1001  
thomasont@uhd.edu  
(713) 221-8056

The University of Houston-Downtown is an Affirmative Action/Equal Opportunity employer and does not discriminate on the basis of race, sex, age, color, religion, national origin, disability, veteran status, sexual orientation, gender identity or gender expression in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by all applicable laws and regulations. Women, minorities, veterans and individuals with disabilities are encouraged to apply.